



City of Green Bay
Department of Community and Economic Development

INSTRUCTIONS FOR ONLINE PAYMENT

The Department of Community and Economic Development offers the option to pay for permits, contractor license renewals, and other fees online through GovPayNet (www.govpaynet.com). If you have any questions or need assistance with an online payment, please call (920) 448-3300.

Permits

Fillable permit forms can be found on the City's website at www.greenbaywi.gov. Under Departments, select Community & Economic Development, Permits & Inspection Services, and Forms and Fees.

Complete the appropriate permit form and email to inspmail@greenbaywi.gov or fax to (920) 448-3426. The permit must have a signature to be valid.

Upon review and approval of the permit by Inspection office staff, you will be notified of your Project Number and Permit Fee, which is required to make your online payment. Upon notification of your payment to GovPayNet, the permit will be valid.

Follow this link to make your payment – www.govpaynow.com/gps/user/plc/6446

The following information is needed when completing a payment for a permit online:

1. Payment Location Code (PLC): **6446**
2. Applicant Name
3. Project Street Address
4. Project Number (assigned by Inspection office staff)
5. Amount Owed
6. A Valid MasterCard, VISA, Discover or American Express Card

Contractor License Renewal

Follow this link to make your payment – www.govpaynow.com/gps/user/plc/6634

The following information is needed when completing a payment for a contractor license renewal online:

1. Payment Location Code (PLC): **6634**
2. License Holder's Name (first, middle, last)
3. Type of License (HVAC)
4. Contact Name & Phone Number
5. Amount of Renewal
6. A Valid MasterCard, VISA, Discover or American Express Card

Upon review and approval by Inspection office staff, your license and receipt will be mailed to you.

**Note: GovPayNet is an independent company that charges a fee for its services (please see attached).
The City of Green Bay receives no part of that fee.**

CARD PROCESSING SERVICE FEES

INTERNET PAYMENT SERVICE FEES (WEB/GOV\$WIPE®)

Transaction Range	Service Fee Amount
\$0.01 - \$50.00	\$1.75
\$50.01 - \$75.00	\$2.00
\$75.01 - \$100.00	\$3.75
\$100.01 - \$150.00	\$5.75
\$150.01 - \$200.00	\$7.25

For each additional increment of \$50.00, or portion thereof, add \$2.00

PHONE-ASSISTED SERVICE FEES (CALL CENTER/LIVE AGENT)

Transaction Range	Service Fee Amount
\$0.01 - \$50.00	\$5.75
\$50.01 - \$75.00	\$6.00
\$75.01 - \$100.00	\$7.75
\$100.01 - \$150.00	\$9.75
\$150.01 - \$200.00	\$11.25

For each additional increment of \$50.00, or portion thereof, add \$2.00

GovPayNet accepts the major credit, debit or prepaid debit cards, including:



VISA



The above fees may not be available in all states.